

LOUISIANA TRANSIT RESOURCE LIBRARY CATALOG

for Rural and Specialized Transit Systems

Ride with the Best!

Prepared by
Louisiana Department of Transportation and Development
Public Transportation Section
Rural Technical Assistance Program

INTRODUCTION

The Rural Transportation Assistance Program (RTAP) maintains a comprehensive training and technical assistance resource library from which individuals may borrow materials for up to 45 days. The library has several research publications, training videos and modules to help with in-house training. Many materials are publicly financed and many be copied. In addition, individuals are encouraged to use the resources of the Federal Transit Administration RTAP National Resource Center in Washington, D.C., by calling 1-800-527-8279.

MATERIALS INCLUDED IN THIS CATALOG MAY BE OBTAINED BY CONTACTING:

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A MOBILITY TRAINING PROJECT

Project Action
National Easter Seal Society
Paperback
1992

This project intent was to design and implement a program of individualized travel training for 150 people with mobility impairments. Emphasis was placed on developing functional skills to enable people with disabilities to effectively use fixed route and/or demand-response public transportation in the Reno/Sparks Nevada area.

ADA PARATRANSIT HANDBOOK

U.S. Department of Transportation
Paperback
1991

A primary purpose of this handbook is to assist transit operators and planners with the preparation of required ADA paratransit plan.

ADVANCED TRANSIT LEADERSHIP

CTAA
Paperback
1996

This book looks at what is a manager? A manager is someone who gets the job done by working with and through others. Management, however, is an inexact science; there are no answers that are right all the time. Nevertheless, there are some methods and techniques that work most of the time, based on years of experience, and if you use them regularly, you can be far more effective that you are now.

A MODEL DRUG-FREE PROGRAM RESOURCE MANUAL

Virginia department of Transportation

Paperback

1990

The purpose of this manual is to provide step-by-step guidance in taking those decisions and actions that are necessary to successfully implement a drug-free transit program consistent with the regulations. This manual presents a model Drug-Free Transit Program and contain all required checklist, reference materials, and ready-to-use policy statements, specifications, training materials, and reporting formats to a assist individuals transit operators to implement their substance abuse programs.

A SAFE RIDE FOR ALL: THE UMTA RULE

U.S. Department of Transportation

Multi-Format

1989

This training material and its accompanying video components will provide you with educational material on the USDOT/UMTA requirements for drug testing programs in public transportation agencies. The material contains two (2) video tapes and a manual.

Tape #1 “*Safe Ride For All: The UMTA Rule*” is a useful tool in presentations to transit boards, interested citizens’s groups and media representatives that are unfamiliar with public transportation drug testing requirements.

Tape #2 “*A Safe Ride For All: Drug Free Transit*” contains much of the same material as the first tape, although it was written to be shown to those transit employees that will be impacted by a drug testing program.

BEST PRACTICES IN SPECIALIZED AND HUMAN SERVICES TRANSPORTATION COORDINATION

*U.S. Department of Transportation
U.S. Department of Health and Human Services
Final Report
Paperback
1989*

The “best practices” case studies contained in this Guidebook are designed to provide a set of practical tools for managers of specialized human services transportation systems and others concerned about improving transportation coordination.

BLOODBORNE PATHOGENS WORK PLACE SAFETY

*Louisiana Division of Administration
Office of Risk Management
Paperback
1993*

This instruction establishes policies and provides clarifications to ensure uniform inspection procedures are followed when conducting inspections to enforce the Occupational Exposure to Bloodborne Pathogens Standard.

BUS SAFETY PROGRAM

*State of West Virginia
Public Transportation Division
Videotape
1989*

Features *Buster Bear and the Bus Safety Kids* to assist in teaching school bus safety to kindergarten through sixth grade. Good for agencies who transport Head Start. Comes with a Teacher’s Guide.

COMMERCIAL DRIVER'S LICENSE (CDL) STUDY PROGRAM

The Amalgamated Transit Union

Multi-Format

1990

This training package contains the information drivers and mechanics need for the written part of commercial driver's license (CDL) exams and the special endorsements required by the U.S. Commercial Motor Vehicle Safety Act of 1986. The information is taken from the federally approved manual that all States use as the basis for their exams.

COORDINATION OF TRANSPORTATION SERVICES: How to Develop a Community Based Plan and Succeed

Louisiana Department of Transportation and Development

Public Transportation Section

Paperback

1996

Coordination as applies to transportation is the arrangement for provision of transportation services to the transit dependent in a manner that is cost effective, efficient, and reduces fragmentation and duplication of services.

CTAA STATE DELEGATES HANDBOOK

CTAA

Paperback

1993

This handbook is especially prepared for CTAA State Delegates and is intended to be used to help in the orientation of future State Delegates.

COMMUNICABLE DISEASES

*Louisiana Division of Administration
Office of Risk Management
Paperback
1993*

COST ALLOCATION WORKBOOK

*Louisiana Department of Transportation and Development
Public Transportation Section
Paperback
1998*

This manual is prepared as a condensed resource to assist *Louisiana Transit System Managers* in developing a cost allocation module for determining cost of current transit services and appropriate pricing for new services.

**DIRECTORY OF RURAL PUBLIC TRANSPORTATION PROVIDERS
FUNDED BY FTA'S SECTION 18 PROGRAM**

*U.S. Department of Transportation
Federal Transit Administration (FTA)
Rural Transit Assistance Program
Paperback
1994*

This directory is a comprehensive listing of the 1,162 agencies providing general public transportation in areas with less than 50,000 population under the FTA Section 18 program.

EMERGENCY PROCEDURES FOR RURAL TRANSIT

Urban Mass Transportation Administration (UMTA)

Multi-Format

1989

This training material is a guide to help driver anticipate, prepare for, and respond to them any unexpected events they may encounter. Some of these emergencies mechanical problems, minor accidents, or delays due to poor weather can be an inconvenience to you and your passengers. Others-major accidents, a passenger's serious illness, or a vehicle fire can be life-threatening if you do not respond quickly and appropriately. This program will not give you a step-by-step instructions on what to do in every emergency situation; instead it provides information that you can use to make informed, professional decision in the event of an emergency.

ESSENTIAL SKILLS FOR TRAINERS

U.S. Department of Transportation

Multi-Format

1991

The module provides a broad overview of the skills a trainer needs to lead effective training sessions. Specific topics include: what effective training is all about; what works with training adults; trainer roles; and training activities and materials.

EMERGENCY AND ACCIDENT PROCEDURES

Colorado Department of Highways

Colorado Division for Developmental Disabilities

Paperback

The purpose of this document is to provide assistance to Colorado transit and specialized transportation operators in developing emergency and accident procedures.

EQUIPMENT MAINTENANCE MANAGEMENT FOR RURAL AND SPECIALIZED TRANSIT SYSTEMS

U.S. Department of Transportation
Paperback
1990

This manual provides a guide to transit managers and maintenance personnel to develop a comprehensive maintenance management program for rural transit systems. The intent is to assist maintenance managers in developing an adaptive program for rural systems within the framework of available resources.

ESSENTIAL SKILLS FOR DISPATCHING

U.S. Department of Transportation
Multi-Format
1990

This training package is designed to improve the skills of dispatchers and other transit staff members who may work as dispatchers. It focuses particularly on the dispatcher's role as a coordinator for the transit system, a communicator with the public and drivers, and a record keeper.

EVACUATING ELDERLY AND DISABLED PASSENGERS FROM PUBLIC TRANSPORTATION VEHICLE EMERGENCIES

Senior Services of Snohomish County
Multi-Format
1991

This training package is designed to prepare drivers for emergencies that require the evacuation of the transit vehicle. It discusses situations in which evacuation should be considered; presents the fundamentals of body mechanics to help the drivers form injuring themselves or their passengers; and takes drivers through the evacuation process, while warning them about the limitations imposed by various handicaps and equipment.

GUIDELINES FOR IMPROVEMENTS TO TRANSIT ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Office of Technical Assistance and Safety
Federal Transit Administration
Paperback
1992

The purpose of this report is to assist U.S. transit system operators in complying with the ADA and to review alternative techniques of providing accessibility for passengers with disabilities.

IDENTIFICATION, MARKETING AND TRAINING OF PEOPLE WITH DISABILITIES

Project Action
National Easter Seal Society
Paperback
1992

This project combined identification, outreach and marketing, and consumer training to increase use of accessible fixed route bus service by people with disabilities. A survey questionnaire was designed with an emphasis on reaching those not served by traditional social service networks, and 4,000 people with disabilities in the region served by the transit agency.

IN YOUR HANDS

Area Agency on Aging
Region One
The City of Mesa, Arizona
Videotape
1987

In Your Hands is designed to help drivers become sensitive to the particular needs of elderly and handicapped passengers. The videotape allows drivers to experience everyday situations from the perspective of disabled passengers. The tape also demonstrates the particular needs of wheelchair passengers and provides techniques for using wheelchair lift and securing wheelchair passengers in transit vehicles.

INSURANCE SPECIFICATIONS AND PROCUREMENT GUIDELINE

Virginia Department of Rail & Public Transportation
Paperback & Diskette
1993

This manual and the accompanying computer template are designed to assist the small to medium-sized human service transportation provider in the procurement process for property/casualty insurance. It is a supplemental guide and is not meant to replace the expertise of insurance professionals who can assist your agency meet its insurance needs.

INTEGRATED TRANSIT SERVICES DESIGN – AN OVERVIEW

Project Action
National Easter Seal Society
1996

This report presents the catastrophic constraints and financial disaster looming in the paratransit mode, the local approach was to focus on expanding mobility opportunities for individuals while promoting cost-effective integrated intermodal service delivery.

LOUISIANA TRANSIT MARKETING WORKBOOK

Louisiana Development of Transportation
Public Transportation Section
Paperback
1998

The purpose of this marketing plan is to promote and establish “Louisiana Transit” as recognized, professional transit operators.

LOUISIANA TRANSIT STATEWIDE MARKETING PLAN

*Louisiana Department of Transportation and Development
Public Transportation Section
Paperback
1998*

The purpose of this marketing plan is to promote and establish “Louisiana Transit” as recognized, professional transit operators.

MANUAL ON CONTRACTING FOR VEHICLE MAINTENANCE SERVICES

*U.S. Department of Transportation
Paperback
1992*

The purpose of this manual is to guide transit agencies in the development of contracting documents and contracting relationship. Although the manual focuses on rural, small urban, and specialized transit operations, it contains useful information for all public agencies intending to purchase vehicle maintenance services through competitively awarded contracts.

NDOT/FTA NATIVE AMERICAN CONFERENCE; Reno, Nevada

*Nevada Department of Transportation
Videotapes
1992*

In June 1992 the Nevada Department of Transportation hosted a Native American Conference to promote communication and cooperation with the Nevada Indian Tribes. The main focus was transportation needs and key contact persons within the Department of Transportation.

NATIVE AMERICAN TRANSPORTATION SOLUTIONS

Nevada Department of Transportation
Videotapes
1992

The video was taped on the Pyramid Lake Indian Reservation in Northwestern Nevada. The video shows the remoteness of Nevada's Indian Reservations and the distances they must travel to obtain basic services such as medical, shopping, etc.

NOBODY IS BURNING WHEELCHAIRS

National Easter Seals Society
Videotape
Publication date not available

This video emphasis the importance of seeing people with disabilities as people. The tape explains the ADA's provisions for equal access to employment, transportation and telecommunications. It explores the lives of some people who have disabilities and the ways other are learning about them.

PASSENGER SERVICE AND SAFETY CERTIFICATION (PASS)

CTAA
Paperback

This PASS Training Manual is for the use of participants in the CTAA-PASS Certification Program. It is offered only for information purposes. It is not intended to be all-inclusive or to address the hazards faced by each participants specifically.

PEOPLE WHO NEED PEOPLE

*University of Wisconsin-Milwaukee
Videotape
1981*

People Who Need People consists of two videotapes that offer a general introduction to passenger relations and assistance by discussing the attitudes, and effective communication between drivers and passengers. The program focuses on elderly and disabled passengers, passenger assistance techniques, and a communication skills. Myths about disabilities are also addressed.

PLANNING GUIDELINES FOR COORDINATED AGENCY TRANSPORTATION SERVICES

*Urban Mass Transportation Administration
Paperback
1980*

This manual provides guidance for the identification and assessment of coordination concepts that are feasible for a local community.

PRACTICE FOR DISASTER

This video documents a disaster drill staged in Appleton, Wisconsin where a transit bus collided with a paratransit vehicle. The video was developed as a planning tool so if such an accident occurred, paramedics and firemen, along with transit personnel, would be aware of implications and be prepared in case of such a disaster.

PREPARING FOR THE CERTIFIED COMMUNITY TRANSIT MANAGER EXAMINATION

***CTAA
Paperback
1998***

This book addresses the six management skills areas covered on the exam: general management, human resources management, financial management, operations management transit development, and procurement and contracting.

PRE-TRIP INSPECTION EMERGENCY REPAIRS

***RTAP Drivers Training Program
Virginia Department of Transportation
Paperback
1994***

A step-by-step guide for pre-trip inspections since you will be spending a good portion of every day behind the wheel. You will be able to sense when something is not quite right by the way the vehicle feels to you.

PRE-TRIP INSPECTION

Videotape

This video offers a clear, step-by-step procedure for pre-trip vehicle inspection for a lift-equipped van. Detailed information on the equipment, interior of vehicle and what should always be available in a transit vehicle.

PREVENTIVE MAINTENANCE

*Ohio Department of Transportation
Paperback*

Preventive Maintenance (PM) is an essential element of every maintenance program as it helps to ensure maximum vehicle reliability, safety, and longevity. It entails performing regularly scheduled maintenance procedure in order to minimize malfunction, rather than simply making repairs when something goes wrong.

RANDOM DRUG TESTING MANUAL

*Urban Mass Transportation Administration (UMTA)
Office of Technical Assistance and Safety
Paperback
1991*

This manual presents information gathered and analyzed in support of the UMTA's effort to develop practical guidelines for U.S. transit operators in implementing anti-drug policies and programs. The principal goal of these guidelines is to assist the U.S. mass transit industry to achieve a drug-free transit workforce to protect the health and safety of workers and the public.

REASONABLE SUSPICION: TRAINING FOR SUPERVISORS

*U.S. Department of Transportation
Office of Safety and Security
1997
Multi-Format*

This program is intended to inform designated transit personnel on the do's and don'ts, why's and how's in making fair and reliable reasonable suspicion drug and alcohol testing referrals of covered employees performing safety-sensitive job functions.

RECOMMENDED EMERGENCY PREPAREDNESS GUIDELINES FOR URBAN, RURAL, AND SPECIALIZED TRANSIT SYSTEMS

*U.S. Department of Transportation
Paperback
1991*

A number of concerns must be addressed to ensure the safety of passengers during transit emergencies. The needs of passengers can be addressed through carefully planned emergency response procedures, proper training of transit and emergency response personnel, and effective use of equipment. The recommendations contained in this manual is intended to assist transit and emergency response organization personnel to evaluate their emergency response plans and , if necessary, modify or supplement those plan accordingly.

REPORTING ENHANCEMENT: FINAL REPORT

*Louisiana Department of Transportation & Development
Paperback
1992*

This study was conducted to determine the information and analytical needs of the department in fulfilling federal and state obligations and meeting intended project goals. Emphasis was placed on the reporting and analytical needs of the Section 16 and Section 18 Programs.

RISK MANAGEMENT FOR RURAL TRANSIT SYSTEMS

U.S. Department of Transportation
Multi-Format
1993

The training package is designed to help rural transit managers understand the fundamentals of risk management and help them establish a risk management program for their system. It is also useful for rural transit board members and staff who are facing new risk management responsibilities in their system.

ROLES AND RESPONSIBILITIES OF TRANSIT BOARD MEMBERS

U.S. Department of Transportation
Multi-Format
1991

This training package can be used to orientate new or experienced board members of rural transit systems. It covers the roles and responsibilities of transit board members and discusses planning, personnel, finances, community involvement, the overall characteristics of a successful board, and how to find one's niche on the board.

RURALIZATION OF RISK MANAGEMENT

U.S. Department of Transportation
Paperback
1992

This report is an attempt to tell the story of Risk Management in an easy-to-read, to the point, perhaps witty, and hopefully helpful way. Insurance is a method for reducing the uncertainty of the financial loss that often follows a physical loss or from a liability loss.

RURAL PUBLIC TRANSPORTATION PERFORMANCE EVALUATION GUIDE

Pennsylvania Department of Transportation
Paperback

This manual is intended to be used by managers of rural and small urban transportation systems as a guide for monitoring and evaluating the performance of their system. The monitoring and evaluation method involves periodic analysis of a variety of operating and financial performance indicators.

SAFE TRANSPORT OF THE PUBLIC UNDER THE AMERICANS WITH DISABILITIES ACT

U.S. Department of Transportation
Videotape
1993

The video provides drivers and other transit staff with an overview of the basic concepts of the American with Disabilities Act. It stresses good passenger relations and focuses on the driver's responsibility for learning safe and courteous responses to various circumstances such as passengers with mobility, communication and visual impairments.

SECTION 16 AGENCY ADMINISTRATIVE HANDBOOK

Louisiana Department of Transportation and Development
Public Transportation Section
Paperback
1998

The purpose of this manual is to provide program management guidelines for Section 16 recipients.

SERVING PASSENGERS WITH COGNITIVE DISABILITIES

The Arc
Fort Worth Transportation Authority
Paperback
1993

Serving Passengers with Cognitive Disabilities is designed for use in conducting in-service training with current bus operators or as part of your initial training for new operators. The training is meant to help your transit property meet its ADA obligations.

SPECIAL TRANSIT AND RURAL TRANSIT DRIVER TRAINING PROGRAM (STARTS)

Transportation Safety Institute
Multi-Format
1988

STARTS adapts the Transportation Safety Institute's safety program designed for large transit systems to small and rural systems. The program provides instructors with videotapes, slides, lesson plans and written materials to assist with driver training in areas of defensive driving, pre-trip inspections, and passengers relations.

STATUS REPORT ON PUBLIC TRANSPORTATION IN RURAL AMERICA

U.S. Department of Transportation
Federal Transit Administration (FTA)
Rural Transit Assistance Program
Paperback
1994

The report is a nationwide study of transit systems funded under Section 18 of the Federal Transit Act. It identifies the current population being served by public transportation in rural areas, and the characteristics of the services provided.

SOUTH CAROLINA PUBLIC TRANSPORTATION VEHICLE OPERATOR SAFETY MANUAL AND RESOURCE GUIDE

*South Carolina Department of Highways and
Public Transportation Division
Paperback
1991*

This manual contains expectations, basic theory, and policy and procedures designed to assist the public transportation vehicle operator in providing safe, courteous and efficient service to passengers. This manual does not contain all the information that a public transportation vehicle operator will need to know. It does, however, provide the foundation to build upon with experience and practice.

SUBSTANCE ABUSE AWARENESS IN RURAL TRANSIT

*RTAP National Program
Multi-Format
1988*

This training module contains an introductory participant's workbook, the manager's handbook, an audiotape that is a complete transcript of the participant's workbook, an audiotape containing a review of each workbook section and related case studies and a final test.

TACTUAL MAPS: ACCESSIBLE INFORMATION FOR TRANSIT USERS WITH DISABILITIES

*Project Action
National Easter Seals Society
Final Report
Paperback
Project date not available*

The primary goal of this project was to develop a replicable model/approach for increasing the quantity and quality of transit information available to and useable by people in these disability groups.

**TRANSPORTING DISABLED RIDERS:
A Guide To Safe and Efficient Driving**

Care Cab Transportation Services, Inc.
Missouri Department of Highways and Transportation
Multi-Format
1987

This is a nine part training program with some written materials that accompany each topic. Topic covered include Developmental Disabilities, Communication Skills, Handling and Lifting, Bus Safety, Situation Analysis, The Elderly, Seizure Management, Emergency First Aid, and Defensive Driving.

**THE NEED TO KNOW: SUBSTANCE ABUSE
The Supervisor's Role In Administering D.O.T. Regulations and a
Drug-Free Workplace**

National Safety Council
Multi-Format
1995

This leader's guide was developed to complement the "What You Need to Know About DOT Alcohol Testing" video. This program has been produced to help you meet the DOT required 60 minutes of alcohol training for supervisors. It includes a 52 minute video, leader's guide, and DOT rule handbook.

THE PEOPLE ON THE BUS

Michigan Department of Transportation
Videotape
1989

The People on the Bus is designed to make children aware of the ecological, economic, and social effects of public transportation. The program contains a videotape and two curriculum packages, one for students in kindergarten through third grade and one for fourth through sixth graders. The material includes background information and resources as well as activity and lesson plans.

TRAINING FOR TRANSIT USERS WITH DISABILITIES

Project Action
National Easter Seal Society
Paperback
1992

This demonstration project was designed to help consumer with physical disabilities access fixed route bus service in the San Antonio area.

TRANSPORTATION AND ADA ISSUES IN THE GREATER TOPEKA AREA

Project Action
Greater Topeka Partnership for
Public Transportation
Paperback
1993

The major goal of this project was to facilitate the efficient use of scarce transportation resources as well as make transportation more available to those who need to use, or want to use it and to enhance coordination and communication between all entities which provide transportation and the people they serve.

UNDERSTANDING THE CAPABILITIES AND NEEDS OF SPECIAL NEEDS PASSENGERS

U.S. Department of Transportation
Multi-Format
1988

This training package discusses the following common disabilities and dispels misconceptions about them; spinal cord injuries, strokes, and other mobility impairments, mental retardation, and autism, visual impairment, hearing impairment, neuromuscular conditions, epilepsy and seizures disorders, Alzheimer's disease and aging.

VOLUNTEER DRIVERS/ESCORTS

*University of Wisconsin-Milwaukee
Videotape
1985*

This video is an introduction to passenger relations, emergency procedures, and passenger assistance techniques for volunteer drivers and escorts.

WHEELCHAIR LIFT MAINTENANCE

*U.S. Department of Transportation
Multi-Format
1993*

This materials provides general maintenance procedures for accessibility equipment such as lifts, ramps, and wheelchair securement used by rural and specialized transit providers. The recommendations in this handbook focus primarily on active wheelchair lifts since they are most commonly used by rural transit agencies. Ramps and securement devices are covered less extensively; passive lifts are not covered specifically in this handbook.

**WHERE ARE THE PEOPLE WITH DISABILITIES?
WHAT ARE THEIR TRANSPORTATION NEEDS?
WHAT KIND OF TRANSPORTATION SERVICES ARE
RESPONSIVE TO THEIR NEEDS?**

*Project Action
National Easter Seal Society
Final Report
Project date not available*

This primary goal of this project was to develop a through understand of the location, number and characteristics of people with disabilities in Pennsylvania and Ohio, what their transportation needs are and how transportation services may best respond to those needs.

**WORKBOOK FOR ESTIMATING DEMAND FOR RURAL
PASSENGER TRANSPORTATION**

Transit Cooperative Research Program
Paperback
1995

The workbook contains worksheets that will enable rural transportation providers and planners to estimate passenger demand based on population characteristics and to analyze the effects of different levels of resource allocation.